



Metropolitan Washington Regional Ryan White Planning Council			Meeting Minutes
Standing Committee	Planning Council		
Meeting Title - Type	Monthly Meeting		
Date / Time	March 27, 2014	5:00pm-8:00pm	
Location/Room	899 North Capitol Street, NE Washington DC		

ATTENDEES/ROLL CALL					
Planning Council Members	Present	Absent	Planning Council Members	Present	Absent
Austin, Toby	Resigned		Hixon, O. Xavier	x	
Bailey, Steve	x		Hoover, David	x	
Bailous, Stephen	x		Jackson, Herbert	x	
Bishop, Henry		x	Kelly, Renee		x
Black, Ralph	Resigned		Marachelian, Alis	x	
Brown, James		x	Moore, Tarsha		x
Callahan, Keith	x		Morrow, Lora	x	
Cameron, Martha	x		Pilskaya, Anna	Resigned	
Cauthen, Melvin	x		Purdy, David	Resigned	
Chinn, Barbara	x		Roberts-Njoku, Cornett	x	
Davis, Reginald	Resigned		Santirosa, Yolanda	Resigned	
Deely, Maureen		x	Scheraga, Ronald	x	
Dunnington, Geno	x		Schlosberg, Claudia		x
Fischer, Mark	Resigned		Scruggs, Linda	Resigned	
Fon, Shella	x		Smith, E. Robert	x	
Franks-Dunbar, Sharon		x	Smith, Tyranny	x	
Frazier, Debra		x	Solan-Pegler, Nicolette	x	
Goforth, Justin	x		Spears-Johnson, Dedra		x
Hawkins, Patricia	x		Swanda, Ron	x	
Administrative Agent Representatives	Present	Absent	Administrative Agent Representatives	Present	Absent
Agar, Tim	x		Ramey, Devi	x	
Puranik, Rashmi		x	Simmons, Michelle		x
Logistical/Technical Support			Logistical/Technical Support		
Hargrove, Javonnia		x	Tommie Thomspson	x	
Newman, Sherryl		x			



HAHSTA Staff		Present	Absent	PC Staff		Present	Absent
Britanik, Justin			x	Baker, Rochelle		x	
Frison, Lawrence			x	Lamont Clark		x	
Fortune, Ebony		x					
Kharfen, Michael		x					
Guests							
Lenora Wright		Kermit Turner		Brandon Nichols		Donna Marshall	
Sharon Coker		Phillip Bailey		Ben Maramara		Bobbie Smith	

HIGHLIGHTS
<ul style="list-style-type: none"> ○ Chair Report ○ Motion - Approval of 2014 PSRA Timeline ○ Grantee Report ○ Presentation – FOAC Architecture ○ Jurisdictional Reports

AGENDA	
Item	Discussion
Public Comment	There were no Public Comments made during the Public Comment period.
Call to Order	The meeting was called to order by Stephen Bailous, Chair at 5:30 pm and he asked everyone to introduce him or herself for the record. The Council applauded and presented a cake to Nicolette Solan-Pegler in recognition of her dedicated service as a member of The Metropolitan Washington Regional Ryan White Planning Council. Mrs. Solan-Pegler accepted a position as HIV Program Director for the Health Department in a county in Florida and this is the last Council meeting that she will attend.
Review and Approval of the Agenda	It was moved by Geno Dunnington and seconded by Keith Callahan to approve the agenda. The agenda was approved unanimously.
Review and Approval of the Minutes	It was moved by Keith Callahan and seconded by Ronald Scheraga to approve the February 2014 Minutes. The minutes were approved unanimously.
Chair Report	<p>Logistic Support Update Mr. Bailous announced that Harris Sharron Harris, Project Manager with Bazilio Cobb Associates (BCA), resigned and that Mr. Thompson is in attendance to represent BCA. He asked the Council to sign the thank you card, in circulation at the table tonight in recognition of her dedicated service to the Council.</p> <p>Motion#1: So moved by Dr. Hawkins that the Council write a thank you letter in recognition of Sharron Harris’ dedicated service.</p> <p>Vote:</p>



	<p>Unanimously approved.</p> <p>Motion#2: So moved by Dr. Hawkins that the Council write a thank you letter in recognition of Nicolette Solan-Pegler’s dedicated service.</p> <p>Vote: Unanimously approved.</p> <p>Prevention and Care Collaboration Mr. Bailous stated that, in response to HRSA’s notice requiring prevention to be included in the next Comprehensive Plan, he met with the DC Prevention Planning Group (PPG) and provided information about the Council. There are plans to invite the PPG to the Council meeting. Also, the Council has started to make contact with prevention groups in other jurisdictions that are a part of the EMA to determine how to better collaborate. He explained some commonalities between both groups and that HRSA wants to ensure that there are no duplications of efforts. Mr. Goforth shared study results from a study in Africa and other studies that were presented at the Retroviruses and Opportunistic Infections (CROI) conference that he attended in Boston. Ms. Solan-Pegler shared that HRSA has a new policy statement on confirmatory testing and she asked that the Council obtain the statement for distribution. Ronald Scheraga requested a copy of the publication of study results presented at the CROI conference for distribution to the Council.</p> <p>Action Item #1: The Council will obtain a copy of HRSA’s new policy on confirmatory testing and distribute it to the Council as well as to providers.</p> <p>Action Item #2: The Council will obtain a copy of publication of study results presented at the CROI conference for distribution to the Council.</p> <p>Approval of PSRA Process and Timeline Mr. Bailous reviewed the Priority Setting & Resources Allocation (PSRA) Process and Timeline document with the Council. He noted that the major change in the model this year is that the data presentation, and Priority Setting Resource Allocation meeting will be held on the same day in the jurisdictions and that the meetings are expected to last about 5 hours. Mr. Bailous noted that he asked all committee chairs to discuss directives and develop suggestions in meetings next month. He explained that suggested directives will be vetted at the Directive’s Workgroups.</p> <p>Motion #1: Mr. Bailous brought the “Approval of PSRA Timeline for 2014” as moved by the Executive Committee, which was seconded by Mr. Dunnington.</p> <p>Vote: Unanimously approved. The Motion is Passed.</p>
<p>Standing Committee Minutes & Updates</p>	<p>Membership Ms. Chinn reported that the committee established a mentor program to mentor new Planning Council members. She asked current Planning Council members to volunteer to be mentors for incoming Planning Council members by completing the form and returning it to her. In response to Ron Swanda’s question about when new members will be appointed, Ms. Chinn said that the Council is waiting for the</p>



Office of Boards and Commission to make a decision.

Consumer Access

Mr. Dunnington reported that the DC PWA meetings have reconvened. Maryland and DC PWA’s requested a Provider Directory. Also, The Council no longer has representation from West Virginia and there are some issues in the jurisdiction that may require the committee’s attention. The CAC committee established an ad hoc committee to examine HIV and aging. Last, Mr. Dunnington urged PLWH to attend meetings in their jurisdiction. There were some concerns about “PWA” versus “PLWHA” as well as participation at meetings.

Needs Assessment & Comprehensive Planning (NACP)

Ms. Solan-Pegler reported that the consumer survey pilot dates are April 21, through April 25, 2014. BCA is the administrator and they will train people on how to conduct the survey. Dates for the full implementation of the survey are May 21 through May 25, 2014. Mr. Bailous thanked Ms. Solan-Pegler again for her service as the Council applauded.

Care Strategies and Coordination of Standards (CSCS)

Dr. Hawkins reported that the committee spent time discussing issues that surfaced during the Care Coordination Roundtable; problems with the 10% administrative cost and sharing information about client eligibility for services, just to name a few issues. Also, the committee discussed Emergency Financial Assistance (EFA) and housing issues; Housing Opportunities for Persons with AIDS (HOPWA) Program shortfall in Maryland for PWA; and the criteria difference in EFA housing assistance in Maryland and Virginia. The committee will host a housing mini roundtable at the April meeting that includes housing experts from all three jurisdictions to gain information before hosting a housing roundtable. She urged members to pay attention to reminder notices as the meeting date has not been determined as the committee is waiting on availability of participants. Ms. Solan-Pegler noted that the state’s intent is for providers to work with clients to transition people to appropriate housing. Also, states have received additional Part B funds and state funds from rebate money to help people. Mr. Michael Kharfen said that DC requested technical assistance from HUD to redesign HOPWA programs to focus on creating more affordable housing and collaboration with other entities in the housing.

Bylaws, Policies & Procedures

Ms. Roberts-Njoku, publicized the release of the Code of Conduct Booklet. Should a member have any issues with the code of conduct, the grievance committee is available for discussing issues. Also, she urged committee chairs to inform the committee about suggested recommendations to the bylaws.

Fiscal Oversight & Allocations (FOAC)

Lora Morrow reported that the committee has been reviewing the EMA-Wide spending. Also, Ebony Fortune, Lawrence Frison and Serge Hyacinthe will work with the FOAC chair to develop a schedule for reports due.



	<p>Executive Committee In response to Ron Swanda’s concern that the Executive Committee meeting minutes were not included in the binder, Mr. Bailous noted that at last month’s meeting the committee spent time reviewing and approving the PSRA process.</p>
<p>Grantee Report</p>	<p>Grant Year 24 Award Ebony Fortune reported that HAHSTA received a partial award for Grant Year 24 in the amount of \$8,599,202. There is no word on what the final amount will be or when it will be received.</p> <p>The deadline to respond to the RFA for two service categories; (1) DC specific for Treatment Adherence for Transgenders, and (2) EMA-Wide services for African immigrants is due on Friday, March 28, 2014.</p> <p>Part A Grant Year 23 Ms. Fortune noted that HAHSTA is working on Grant Year 23 closeout. A review of providers’ final invoices is being conducted. HAHSTA is working with one of the largest providers in the EMA to resolve invoicing issues. In response to Ron Swanda’s question on page 2 of the Grantee Report about allocations for EMA WIDE services, Ms. Fortune stated that there is a typo and to strike “three service areas” and insert “four service areas.”</p>
<p>Special Presentation “Architecture of FOAC Report”</p>	<p>Serge Hyacinthe provided a basic review of the architecture of the FOAC report. The objectives of the training were to: (1) address questions that members may have, and (2) jump start a discussion about what is useful, as well as what is not useful and examine different ways of presenting the reports. Following the presentation there was a question and answer period. In response to a member’s request for clarification on the definition of underspent and unspent, Mr. Hyacinthe stated that the unspent amount is the difference between expended less budgeted, whereas the underspent amount is the difference between expected and reported. The Council thanked Mr. Hyacinthe for the presentation.</p>
<p>Jurisdictional Reports</p>	<p>District of Columbia & West Virginia Ms. Fortune noted that she did not have any additions to the report.</p> <p>Suburban Maryland Devi Ramey noted that she did not have any additions to the report.</p> <p>Northern VA Rashmi Puranik noted that she did not have any additions to the report. However, she mentioned that they made the Part A MAI award.</p>
<p>ANNOUNCEMENTS</p>	
<ul style="list-style-type: none"> • Dr. Hawkins announced that voting will occur in the District on Tuesday and she urged people to vote. • Mr. Bailous announced that AIDS Watch will be on April 28th and 29th and he urged people to visit Aids United website to register to participate. • David Hoover announced that Gay Men Health Collaborative in Northern Virginia will host another educational presentation at the main library in Arlington, VA. 	
<p>HANDOUTS</p>	
<p>Agenda dated 3/27/2014</p>	



Minutes dated 2/27/2014
 2014 PSRA Timeline
 Motion – PSRA for 2014
 March 2014 Standing Committee Minutes
 Grantee/DC Fiscal Report
 FOAC Spreadsheet
 Presentation - FOAC Architecture
 NOVA Regular FOAC Report through January 31, 2014
 NOVA MAI FOAC Report through January 31, 2014
 NOVA Client Utilization
 Suburban Maryland Regular and MAI FOAC Report through January 31, 2014
 Suburban Maryland – Regular: Actual Expenses Incurred through January 31, 2014
 Suburban Maryland Client Utilization
 Calendars

ACTION ITEMS – Open

#	Item	Assigned To	Date Assigned	Due Date	Status
1.	Provide copies of the provider list in DC at the next Council meeting.	Lawrence Frison	11/21/2013	12/19/2013	Open
2.	Provide an electronic copy of the Virginia’s Steps to Medicaid document to Planning Council staff for distribution in next month Council binder.	David Hoover	11/21/2013	12/19/2013	Open

MOTIONS

#	Motion	Motioned By	2 nd By	Approved By
1	So moved that the Council approve the PSRA Timeline for 2014.	Executive Committee	Geno Dunnington	Vote The motion was approved unanimously. The Motion is Passed.

MEETING ADJOURNED	7:23 pm
NEXT MEETING	April 24, 2013 at 5:00 pm Location: 441 4th, NW Washington, DC.